

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO
Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: January 30, 2012
NO: B2-12

CLASSIFICATION TITLE
MAINTENANCE MECHANIC
(Canton Board of Education)

STARTING HOURLY RATE
\$15.45

FILING OF APPLICATION

Application must be made on either the special closed or regular open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH, or an open application may be printed from www.cantonohio.gov by clicking on "City Services" and then "Civil Service". Application, clear copy of driver's license, resume and any other documentation pertaining to this position must be on file no later than Friday, March 9, 2012.

EXAMINATION March 20, 2012

EXAM: 5:00 p.m.
LOCATION: Canton Memorial Civic Center McKinley Room, 1101 Market Ave. N., Canton, OH 44702
SCOPE: The written examination will consist of questions on the following subjects: boiler operation and repair, general electrical knowledge, plumbing, carpentry, math, safety and other related areas. A score of 70% will be the minimum passing point.

This is a combined open and promotional examination. To be eligible for the position under the closed promotional examination, applicants must be a classified employee of the Canton Board of Education in the Classification series of Custodial and have completed their probationary period on or before March 19, 2012.

To be eligible for the open examination, applicants must show that they are a reliable worker and must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen.

MINIMUM ACCEPTABLE EXPERIENCE AND TRAINING

All applicants must be a high school graduate or possess a G.E.D. The applicant must hold a valid State of Ohio Driver's License. Applicants must have the physical ability to handle materials weighing up to 100 lbs., the physical ability to climb and perform work related duties from a ladder and may be required to take a medical examination. They must have the ability to take directions, to work without supervision, to cooperate and get along with others, work as a member of a team, and possess good public relation skills. It is desirable that the applicant have the knowledge of means, methods, and materials used in performance of a maintenance program.

Since this position is for employment in a school setting, all applicants MUST be able to demonstrate that they are responsible to the community by setting an appropriate example to the students. In this regard, applicants MUST NOT have been convicted of a felony in this or any other state nor may they be habitual abusers of alcohol or drugs. Under the authority granted by Ohio Revised Code 3319.311, the Canton City Schools are required to do a background check to the Bureau of Criminal Identification and Investigation for records on employment candidates.

******IMPORTANT NOTICE TO VETERANS******

Upon receiving a passing score, a twenty (20%) bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of the national guard or a reserve component of the armed forces of the United States who have completed more than 180 days of active duty service. (O.R.C. 124.23C) **APPLICANT MUST SUBMIT A CERTIFICATE OF SERVICE OR HONORABLE DISCHARGE FORM (FORM DD-214 – LONG VERSION) BY THE FILING DEADLINE TO RECEIVE THE BONUS CREDIT.**

******RESIDENCY BONUS******

Applicants who have resided within the Canton City School District for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS AWARD IS 20%.

RATING

Applicants for the promotional examination will receive, in addition to a passing score, credit for job seniority. Applicants for the open examination will receive, in addition to a passing score, bonus credit for Veterans’ Preference and Canton City School District residency. Your name will be placed on the proper list of eligibles and preference shall be given in employment in accordance with your rating pursuant to the Collective Bargaining Agreement between the Canton Board of Education and OAPSE 107 and 161 and the Ohio Revised Code.

ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED

Applicants who have been accepted for the examination will be admitted to the test site only upon presentation of their valid State of Ohio Driver’s License or other valid photo identification card to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability or any other non-merit factor.

DUTIES

The responsibilities of a Maintenance Mechanic include but are not limited to the following: estimates the cost of repair project in terms of labor, material and overhead; makes recommendations and establishes priorities on repair projects; makes recommendations of supplies and equipment for purchase; consults with Supervisor of Operations and Chief of Maintenance regarding the establishment of regular maintenance programs; maintains a high standard of safety, cleanliness, and efficiency in maintenance and repair work; performs glazing and masonry maintenance in the facilities owned by the district; maintains and repairs lighting fixtures, electrical apparatus fixtures, wiring, air conditioning and refrigeration units, and similar electrical elements in the facilities owned by the district; maintains and repairs pipes, drains, and plumbing fixtures in the facilities owned by the district; maintains a safe driving record and be insurable by the district’s insurance provider; maintains and repairs boilers; maintains and inventories district owned tools, equipment and supplies; assists the carpenters and painters when assigned; performs duties of a Custodian/Fireman when assigned; performs other duties as assigned.

BY ORDER OF THE CANTON CIVIL SERVICE COMMISSION
Samuel J. Sliman, Administrator